DOCUMENT RESUME

ED 186 745 CE 025 402

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TITLE	Instructional Materials in Independent Living.
INSTITUTION	Wisconsin Univ. - Stout, Menomonie. Dept. of Rehabilitation and Manpower Services. Materials Development Center.
SPONS AGENCY	Rehabilitation Services Administration (DHEW), Washington, D.C.
PUB DATE	Oct 78
GRANT	DHEW-12-P-55307/5
NOTE	35p.; For a related document see CE 024 401.
AVAILABLE FROM	Materials Development Center, Stout Vocational Rehabilitation Institute, University of Wisconsin--Stout, Menomonie, WI 54751 ($1.50)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Clothing; Communication Skills; *Daily Living Skills; Educational Resources; *Family Life Education; Foods Instruction; Functional Literacy; Health; Home Economics; *Home Economics Skills; Homemaking Skills; Hygiene; *Instructional Materials; Language Skills; Physical Mobility; *Rehabilitation; Safety; *Special Education

ABSTRACT

This annotated list of 103 instructional materials for use in an independent living program focused on personal, social, and community adjustment of those with special needs is cross referenced using a subject index that lists skill areas within a fourteen-category system. Document descriptions are arranged alphabetically by author and include ordering and price information. All printed materials on the list are available on loan from the Materials Development Center to those meeting elegibility requirements listed in the document. Following the annotated section, the subject index lists the entry numbers of appropriate document annotations to which the reader can refer. Certain categories contain a general entry carrying the notation "outline" to indicate that these documents contain word or phrase outline material, rather than the detailed information necessary to develop actual lesson plans. (MEK)

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Instructional Materials in Independent Living

by

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with

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October, 1978

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INTRODUCTION

Purpose:

Historically, rehabilitation services to handicapped individuals have been directed toward vocational goals. Now, as a result of the Rehabilitation Act of 1973, independent living skills training has become an additional important component of rehabilitation programming. Baker and Sawyer* point out: "By deleting the word 'vocational,' it (the 1973 Rehabilitation Act) recognized that work is no longer the sole criteria of adjustment and that the development of improved social and family interrelationships, use of leisure time, and the acquisition of personal skills leading to expanded personal independence are also legitimate goals of the rehabilitation process" (page 35).

The new emphasis on independent living skills training has created a corresponding need for information about the availability of instructional materials in this area. A moderate number of such materials, written specifically for use in vocational rehabilitation settings, currently exists. Also, similar documents have been developed in related fields such as special education and vocational education. The problem for the rehabilitation professional has been to identify and obtain appropriate instructional materials. This document, Instructional Materials in Independent Living, has been developed in response to that need.

Bradley C. Smith
October, 1978

*Baker, R., & Sawyer, H., The development of personal, social, and community adjustment programs: A legitimate mandate for rehabilitation professionals. Journal of Rehabilitation, 1978, 44(1), 35-38.

Description:

This document consists of two major sections, the Annotated List and the Subject Index. The Subject Index lists skill areas within 14 categories. For example, the Personal Care category contains skill areas such as bathing, oral care, and shaving. A list of numbers follows each skill area. These numbers refer to the Annotated List, identifying the documents that contain sections relevant to that skill area.

Certain categories contain a general entry carrying the notation "Outline." This notation indicates that these documents contain word or phrase outline material. They will present what to teach in a number of the skill areas within the category but not how to do it. For example, a particular document containing "Outline" material on grooming and hygiene may present the following information:

1. Washes hands
2. Uses towel
3. Combs hair

Another "Outline" document may present material on grooming and hygiene as follows:

A. Bathing

   1. Soap
   2. Washcloth
   3. Towel

In both cases the information indicates what to teach, but does not give suggestions on how to teach the skills. Assessment materials which merely list skills also appear in the "Outline" entries. Documents listed following entries with the "Outline" notation should help in the initial stages of independent living skills curriculum development or in assessment. They will not, however, supply the type of information needed to develop lesson plans for teaching the various specific skills.

The Annotated List presents each document individually. In some cases, two or more of these documents may constitute a set. When two or more documents in a set are intended to be used together or when documents are sold only as a set, the companion volume numbers appear in the annotations of each document in the set. Also, in some cases, publishers offer a special set price. In these cases, a note follows the listing for the last document in the set. Documents which constitute a set always appear sequentially.

Instructions for Use:

Use the following procedure to identify instructional materials relevant to your particular needs.

1. Turn to the Subject Index and find the skill area which corresponds to your area of interest.

2. Identify in the Annotated List each of the numbers that follow and read to further aid in determining whether the document meets your needs.

All printed materials in the Annotated List are available on loan from the Materials Development Center to eligible facilities (see eligibility criteria below). AV materials are not available on loan from MDC unless otherwise noted. Some materials are currently out of print and are only available on a loan basis. Most can be purchased from the publisher. In these cases, the publisher's name and address and the current price are given following the annotation.

Loan requests are filled on a "first come, first served" basis. Because the MDC has limited numbers of loan copies available, there may be delays in filling requests. A maximum of five documents may be ordered on a loan basis. Loan period (including sending and return mailing time) is 30 days.

Eligibility for Free Loan - The following are eligible for all MDC services: (a) state VR facility specialists, and (b) facilities which have been approved by the state VR agency to provide evaluation and adjustment services to state agency sponsored clients. An asterisk (*) or double asterisk (**) above the zip code number on your mailing label indicates approved eligibility.

This list of instructional materials is not comprehensive. It includes those documents that were available at the time this publication was developed. The Materials Development Center intends to update the publication. If you know of independent living skills (personal, social, and community adjustment) instructional materials not listed in this publication, please bring them to our attention.

Annotated List:

1. Baker, R., & Sawyer, H., Adjustment services in rehabilitation: Emphasis on human change. (inside title: Guidelines for the development of adjustment services in rehabilitation) Auburn, Alabama: Auburn University, Rehabilitation Services Education, 1971. (193 pages)

The purpose of this publication is to examine concepts of adjustment presently being used in rehabilitation facilities and to recommend guidelines to help facility personnel develop adequate adjustment programs based upon the clientele and resources available. Defines and differentiates between the concepts of personal adjustment and adjustment training. The first section discusses purposes, goals, and techniques of adjustment services including individual and group counseling, the work experience setting, behavior modification, attitude therapy, individual and classroom instruction, and learning and motivation. The second section deals with analysis and individualization of the adjustment program. Includes the following definitions and procedures important to adjustment: identifying behavior, rate of behavior, reinforcement, extinction, shaping, stimulus control, reinforcers, common reinforcers, using reinforcers, and reinforcement schedules. Includes a step-by-step procedural outline for implementing an individualized adjustment program. The third section, structuring a comprehensive adjustment services program, includes coordinating vocational evaluation and adjustment services; planning the overall adjustment program with emphasis on description of behavior, analysis of attitudes, patterns of work habits and assessment of adjustment skills. The fourth section relates to general considerations for implementing adjustment service programs including planning consideration of need, space, finances, time, and staff. Other innovation and implementation considerations include establishing objectives, client supervising and reporting systems, and curriculum outlines and lesson plans (with examples). The fifth section suggests training areas for adjustment including community living, safety, budgeting, parking and shopping techniques, insurance, and leisure time activities, personal appearance and hygiene, job readiness, adjustment for social skills, work adjustment, and adjustment for recreation. The sixth section covers the area of follow-up and includes suggestions and procedures. Sample forms include follow-up letter to client, follow-up letter to employer, and employee performance form. Contains an extensive reference section on literature related to evaluation and adjustment.

Available as: Materials Development Center Reprint Series No. 9. Price: $3.00

2. Barber, G., Mannino, J., & Will, R., The D.A.L.E. System (Developmental Assessment of Life Experiences) Manual. Erie, Pennsylvania: Dr. Gertrude A. Barber Center, Inc., 1975. (115 pages)

This manual is designed as an inventory to assess competencies in home and community living experiences for the exceptional individual. Contains a graphic representation of the inventory which illustrates each individual's progress during the process of professional intervention. The instrument can be used to facilitate planning and programming as they relate to an individual's needs and goals. Included in the manual are sample copies of Level I and Level II Inventories. The individualized inventories are available separately from the publisher.

Available from: The Barber Center Press, Inc., 136 East Avenue, Erie, Pennsylvania 16507. Price: $7.50

3. Beedy, V., et al., A prevocational and social adjustment program for educable retarded adolescents: A pilot project. Milwaukee, Wisconsin: Curative Workshop of Milwaukee, 1971. (45 pages)

Report of a project to provide educable retarded adolescents with necessary prevocational and social adjustment skills. Program areas included exploration of job through field trips; learning skills in applying for and maintaining employment; improvement in interpersonal relationships with co-workers, supervisors, counselors, etc.; learning basic math skills; recreation and leisure time; and increased parental involvement.

Available from: Research Department, De Paul Rehabilitation Hospital, 4143 South 13th Street, Milwaukee, Wisconsin 53221. Price: $2.00

4. Bender, M., & Valletutti, P., Teaching the moderately and severely handicapped: Volume I, Behavior, self-care, and motor skills. Baltimore, Maryland: University Park Press, 1976. (361 pages)

A developmentally sequenced curriculum designed to meet the educational needs of both children and adults. Includes units on behavioral skills, self-care, gross, and fine motor skills. General and specific objectives are given for the unit. For each specific objective, a list of suggested activities is given. A diagnostic checklist system for observing, recording, and analyzing performance levels is included. Also see documents 5 and 6.

Available from: University Park Press, 233 East Redwood Street, Baltimore, Maryland 21202. Price: $14.95

5. Bender, M., & Valletutti, P., Teaching the moderately and severely handicapped: Volume II, Communication, socialization, safety, and leisure time skills. Baltimore, Maryland: University Park Press, 1976. (420 pages)

A developmentally sequenced curriculum designed to meet the educational needs of both children and adults. Includes units on communications skills (both verbal and nonverbal), socialization, interpersonal skills, sex education, drug education, safety, and leisure time. General and specific objectives are given for the unit. For each specific objective, a list of suggested activities is given. A diagnostic checklist system for observing, recording, and analyzing performance levels is included. Also see documents 4 and 6.

Available from: University Park Press, 233 East Redwood Street, Baltimore, Maryland 21202. Price: $16.50

Note: Documents 4 and 5 can be purchased as a set. Price: $28.50

6. Bender, M., Valletutti, P., & Bender, R., Teaching the moderately and severely handicapped: Volume III, Functional academics for the mildly and moderately handicapped. Baltimore, Maryland: University Park Press, 1976. (263 pages)

A developmentally sequenced curriculum designed to meet the educational needs of both children and adults. Includes units on reading, writing, arithmetic (including numerals, money, measurement, and time), plus consumer skills. General and specific objectives are given for the unit. For each specific

objective, a list of suggested activities is given. A diagnostic checklist system for observing, recording, and analyzing performance levels is included. Also see documents 4 and 5.

Available from: University Park Press, 233 East Redwood Street, Baltimore, Maryland 21202. Price: $13.95

Note: Documents 4, 5, and 6 can be purchased as a set. Price: $39.50

7. Endres, J., et al., Road to new horizons: Adjustment training. Gracewood, Georgia: Gracewood State School and Hospital, Office of Rehabilitation Services, 1971. (130 pages)

A manual designed as a program guide for teaching in the areas of personal adjustment, social adjustment, work adjustment, and preparation for community living. Curriculum is directed to the level of the educable mentally retarded client. Subtopics include self-evaluation, personal health and hygiene, personal appearance and grooming, establishing basic etiquette, social relationships, use of leisure time, vocational adjustment, money management and consumer education, home and family adjustment, and community orientation. Each individual teaching unit contains lesson plans, teaching materials, and measures for evaluating the effectiveness of the unit.

Available as: Materials Development Center Reprint Series No. 7. Price: $2.00

8. Finn, P., & Wilkerson, B., A manual for community living skills training. Decatur, Illinois: Macon County Rehabilitation Facilities, Inc., n.d. (225 pages)

A manual developed as an instructional guide for developing a community living program. Sections include hygiene, grooming, clothes, purchasing, use of launromat and dry cleaners, money denominations, time orientation, home care, sex education, finding an apartment, grocery shopping, basic cooking, budgeting, banking, public transportation, accident prevention, and employment preparation.

Not available for purchase.

9. Georgia Division of Vocational Rehabilitation, Adjustment services program. Atlanta, Georgia: Author, 1974. (125 pages)

The purpose of this manual is to provide a model/curriculum for adjustment services and is useful for professionals in developing and operating an adjustment program on a day-to-day basis. It is divided into the following units: work adjustment including basic work habits, and getting and holding a job; social adjustment including interpersonal relationships, recreation and leisure time activities, and family living; personal adjustment including understanding disabilities, personal grooming and appropriate dress; community adjustment including consumer knowledge, transportation, community resources and safety. Each major unit also contains a suggested format for evaluating the content of the unit. A section listing commercially available resource materials pertaining to the units is included.

Available from: Yarbrough Rehabilitation Center, Central State Hospital, Milledgeville, Georgia 31062. Price: $2.00

10. Hamre, S., An approximation of an instructional model for developing home living skills in severely handicapped students. In Brown, Williams, & Crowner (Eds.), A collection of papers and programs related to public school services for severely handicapped students, Volume IV. Madison, Wisconsin: Badger Public School, 1974. (32 pages)

The following basic home living skills are task analyzed in order to develop an instructional model: grooming skills, dressing skills, domestic maintenance skills (including shoe polishing, laundry, ironing, floor cleaning, dishes), and cooking skills.

Not available for purchase.

11. Osborn, W., et al., An instructional program for employability orientation. Alexandria, Virginia: Human Resources Research Organization, 1972. (304 pages)

An instructional manual which is the product of the DOL research project entitled Development of a Program of Instruction for WIN Employability Orientation (Manpower Administration Contract No. 51-49-70-06). The objective of the original study was to develop and provide a program instruction model for WIN projects staff for orientation of the unemployed and unemployable to the world of work and to provide a training curriculum for socio-economic adaptation and general employability skills (as opposed to specific job skills). Instructional units, with objectives to be met for each unit, are presented in curriculum outline form in the following areas: food, clothing, health, child care, family relations, money management, community resources, self-concept, vocational goals, grooming and hygiene, job searching, job application, test taking, job interviewing, job assessment, job performance, employee relations, and company and union policies.

Available from: National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. Price: $11.75

12. Kramer, P., Success at community, occupational and personal effectiveness for rehabilitating people with developmental disabilities. Lake Worth, Florida: Palm Beach Habilitation Center, 1976. (201 pages)

The SCOPE (acronym for the above title) manual is a curriculum guide which offers specific functional techniques to help and teach clients in many aspects of community, occupational, and personal survival. Divided into two parts, the first, Life Readiness, includes teaching curriculum in the following areas: communication, relationships, grooming, money, maintaining the household, citizenship, community resources, where to live, and use of leisure time. Part 2, Job Readiness, includes curriculum and exercises in the areas of staying on the job, new employee information, interviews, applications, job hunting, job exploration, teamwork, job responsibilities, positive thinking, problem solving, and motivation.

Available from: Palm Beach Habilitation Center, Inc., Lake Worth Center, 4522 S. Congress Ave., P.O. Box 631, Lake Worth, Florida 33460, Attention: Pat Kramer. Price: $6.75

13. Means, B., & Roessler, R., Personal achievement skills training: Instructor's manual. Fayetteville, Arkansas: Arkansas Rehabilitation Service, Arkansas Rehabilitation Research and Training Center, University of Arkansas, 1975. (18 pages)

PAS Training is a "personal growth" program comprised of a series of exercises, activities, and lessons. Within rehabilitation, it would be classified as "general personal adjustment training." PAS does not limit itself to specific adjustment areas such as prevocational adjustment or grooming but rather introduces clients to the following life skills central to social and personal adjustment: (1) Communication Skills - How to interact with people in a positive, helpful manner; (2) Self-Examination Skills - How to facilitate self-understanding and promote helpful feedback from and to others; (3) Values Clarification Skills - How to examine needs and desires and translate them into meaningful personal goals; (4) Valuing Skills - How to identify and utilize personal value priorities in goal selection; (5) Goal Definition Skills - How to define a personal goal or objective so that it is obtainable; (6) Problem Exploration Skills - How to examine the factors which have interfered or are interfering with movement toward a desired goal; and (7) Program Development Skills - How to schedule a series of activities and steps to achieve a goal. Also see documents 14, 15, and 16.

Available from: Arkansas Rehabilitation Research and Training Center, Hot Springs Rehabilitation Center, Hot Springs, Arkansas 71901. Price: $2.00

14. Means, B., & Roessler, R., Personal achievement skills training: Participant's manual. Fayetteville, Arkansas: Arkansas Rehabilitation Service, Arkansas Rehabilitation Research and Training Center, University of Arkansas, 1975. (118 pages)

Companion volume to Personal Achievement Skills Training: Instructor's Manual (No. 13). This volume contains the PAS Training exercises, activities, and lessons presented in the form of a manual for use by participants in the program. Also see documents 15 and 16.

Available from: Arkansas Rehabilitation Research and Training Center, Hot Springs Rehabilitation Center, Hot Springs, Arkansas 71901. Price: $1.00

15. Means, B., & Roessler, R., Personal achievement skills: Program development and evaluation guidelines (instructor's supplement). Fayetteville, Arkansas: Arkansas Rehabilitation Service, Arkansas Rehabilitation Research and Training Center, University of Arkansas, 1975. (52 pages)

Supplement to the Personal Achievement Skills Training (PAS) Instructor's Manual and Participant's Manual (Nos. 13 and 14). Contains suggestions for conducting the PAS program, information on developing behavior programs, and evaluation suggestions. Also see document 16.

Available from: Arkansas Rehabilitation Research and Training Center, Hot Springs Rehabilitation Center, Hot Springs, Arkansas 71901. Price: $.50

16. Means, B., & Roessler, R., Personal achievement skills: An introduction discussion paper. Fayetteville, Arkansas: Arkansas Rehabilitation Service, Arkansas Rehabilitation Research and Training Center, University of Arkansas, 1975. (18 pages)

Supplement to the Personal Achievement Skills Training Instructor's Manual and Participant's Manual (Nos. 13 & 14). Contains a brief history of the program's development and an information section in question and answer format. Also see document 15.

Available from: Arkansas Rehabilitation Research and Training Center, Hot Springs Rehabilitation Center, Hot Springs, Arkansas 71901. Price: $.50

Note: Documents 13-16 can also be purchased as a set along with a cassette Training Audio Tape (individual price: $3.00). Full set price: $7.00

17. Rosen, M., & Zisfein, L., Personal adjustment training, Volume I. Elwyn, Pennsylvania: Elwyn Institute, 1975. (27 pages)

Describes a group counseling curriculum for use within institutions for the mentally handicapped. The procedure is designed to ameliorate those social deficiencies associated with institutionalized and cognitive defects. Sections include: self-evaluation, identity, self-concept, acquiescence, exploitation, assertive training, heterosexual training, independence, decision making, initiative and recapitulation. Also see documents 18 and 19.

Available from: Elwyn Educational Materials Center, Elwyn Institute, Elwyn, Pennsylvania. Price: $3.00

18. Rosen, M., & Zisfein, L., Personal adjustment training, Volume II. Elwyn, Pennsylvania: Elwyn Institute, 1975. (25 pages)

Provides guidelines for a structured group counseling program designed to teach assertive responses to the mentally handicapped. Aimed at mentally handicapped who demonstrate patterns of compliance, withdrawal, passivity, and unqualified obedience. Also see documents 17 and 19.

Available from: Elwyn Educational Materials Center, Elwyn Institute, Elwyn, Pennsylvania. Price: $3.00

19. Hoffman, M., & Rosen, M., Personal adjustment training, Volume III. Elwyn, Pennsylvania: Elwyn Institute, 1975. (37 pages)

Describes a structured group counseling program designed for mentally handicapped persons who demonstrate bizarre or inappropriate behaviors which would be unacceptable in the community. Uses group dynamic approaches and self-confrontation techniques to help the client label and recognize his inappropriate behavior and become motivated to change. Also see documents 17 and 18.

Available from: Elwyn Educational Materials Center, Elwyn Institute, Elwyn, Pennsylvania. Price: $3.00

20. Sawyer, H., Functional capacity areas. Knoxville, Tennessee: Knoxville Area Comprehensive Rehabilitation Consortium, Inc., n.d. (107 pages)

An instrument designed to assess functional capacities (skills) and to serve as an outline of objectives for adjustment services programming for severely handicapped individuals. Areas covered include: personal care, physical capacity, social skills, speech, community skills, academics, vocational skills, and special sections on communication for the deaf and mobility training for the blind.

Not available for purchase.

21. Shellhaas, O., Personal, social adjustment training curricula manual. Austin, Texas: Austin State School, Vocational Rehabilitation Department, n.d. (137 pages)

This manual is designed for training in personal and social adjustment skills and is intended primarily for use with moderately retarded clients. Pretest and evaluation forms precede the subsections of the manual which can be used to establish baseline functioning and to record progress. Each teaching unit also includes an objective(s), activities, and materials. Unit topics are grooming, social adjustment, human relationships, social skills (manners), vocational adjustment, basic education skills, counting, time concepts, money handling and budgeting, using community resources, and mobility (transportation).

Available from: Austin State School, Box 1269, 2203 W. 35th St., Austin, Texas 78767, c/o Stephen L. Drury, Vocational Rehabilitation. Price: $8.00

22. Schalock, R., Ross, B., & Ross, I., Basic skills screening test. Hastings, Nebraska: Mid-Nebraska Mental Retardation Services, Second Edition, 1976. (104 pages)

Presents a developmentally sequenced list of target behaviors for evaluation. Procedures for evaluating each target behavior and pass criterion are also given. Areas covered include: Sensory-Motor Functioning, Visual Processing, Auditory Processing, Language, Reading, Writing, Arithmetic, Social-Emotional Development and Behavior, and Work Skills. Companion volume to the Basic Skills Remediation Manual (No. 23).

23. Schalock, R., Ross, B., & Ross, I., Basic skills remediation manual. Hastings, Nebraska: Mid-Nebraska Mental Retardation Services, Second Edition, 1976. (212 pages)

Companion volume to Basic Skills Screening Test (BSST, No. 22). Presents the same developmentally sequenced list of target behaviors as presented in the BSST with specific objectives, suggested remediation techniques, and materials needed for each procedure.

Available from: Mid-Nebraska Mental Retardation Services, P.O. Box 1146, Hastings, Nebraska 68901. BSST and BSRM are sold as a set. Price: $22.00

24. Schalock, R., Independent living screening test. Hastings, Nebraska: Mid-Nebraska Mental Retardation Services, second edition, 1976. (41 pages)

Presents a developmentally sequenced list of target behaviors for evaluation. Procedures for evaluating each target behavior and the pass criterion are also given. Areas covered include: personal maintenance, clothing care and use, home maintenance, food preparation, time management, social behavior, community utilization, communication, and functional academics. Companion volume to Independent Living Teaching Manual (ILTM, No. 25).

25. Schalock, R., Independent living teaching manual. Hastings, Nebraska: Mid-Nebraska Mental Retardation Services, second edition, 1976. (95 pages)

Companion volume to Independent Living Screening Test (ILST, No. 24). Presents the same developmentally sequenced list of target behaviors as presented in the ILST with specific objectives, suggested remediation techniques, and materials needed for each procedure.

Available from: Mid-Nebraska Mental Retardation Services, P.O. Box 1146, Hastings, Nebraska 68901. ILST and ILTM are sold as a set. Price: $9.00

26. Schalock, R., Competitive employment screening test. Hastings, Nebraska: Mid-Nebraska Mental Retardation Services, second edition, 1976. (29 pages)

Presents a developmentally sequenced list of target behaviors for evaluation. Procedures for evaluating each target behavior and the pass criterion are also given. Areas covered include: job related skills, responsibility towards work, work performance, behavior in the job situation, and personal appearance. Companion volume to the Competitive Employment Teaching Manual (CETM, No. 27).

27. Schalock, R., Competitive employment teaching manual. Hastings, Nebraska: Mid-Nebraska Mental Retardation Services, second edition, 1976. (59 pages)

Companion volume to Competitive Employment Screening Test (CEST, No. 26). Presents the same developmentally sequenced list of target behaviors as presented in the CEST with specific objectives, suggested remediation techniques, and materials needed for each procedure.

Available from: Mid-Nebraska Mental Retardation Services, P.O. Box 1146, Hastings, Nebraska 68901. CEST and CETM are sold as a set. Price: $9.00

28. Texas Rehabilitation Commission, Pre-vocational training. Austin, Texas: Author, 1977. (200 pages)

The goal of Pre-vocational Training is to facilitate each client's personal and social behavioral change and development toward patterns conducive to successful participation in employment. The first component consists of a curriculum guide for providing clients with factual information regarding expectations in the world of work. The second, also in a curriculum form, provides for self-exploration and growth within a group setting. Sections

include self-concept (perception of self and accurate self-assessment), communications skills and relationships, goal setting and problem solving (increase client's ability to set goals and priorities and analyze situations), working parent series (balancing problems of parenthood with responsibilities of work), occupational information (qualifications, availability of, and salary and benefits of jobs), job seeking skills (increase ability to seek, make application for, and interview for employment), expectations in the world of work (employer expectations), and consumer information (utilizing the paycheck).

Available from: Jerry Keesee, Texas Rehabilitation Commission, 118 E. Riverside Drive, Austin, Texas 78704. Price: $8.00

29. Portland Habilitation Center, Inc., Inventory of habilitation programs for mentally handicapped adults. Portland, Oregon: Author, 1975. (600 plus pages)

A curriculum guide for teaching moderately and severely handicapped students of all ages in the following areas: Part One - Social Behaviors Program - designed to distinguish any social behavior problems in areas such as work skills, work performance, grooming, interpersonal relations and unacceptable behaviors; Part Two - Practical Living Skills Program - designed to expand independent living skills in grooming and hygiene, money management, food preparation and simple cooking and home living skills; Part Three - Socialization Skills Program - designed to enhance recreation and leisure time skills; Part Four - Job Skills Program - designed to prepare the mentally handicapped for job placement in competitive employment in the community through math and time telling concepts, use of simple hand tools, on-the-job safety, completing a job application, job readiness and job placement skills, etc.

Available from: Publications, Portland Habilitation Center, Inc., 3829 S.E. 74th Street, Portland, Oregon 97206. Price: $26.95

30. Westaway, A., & Apolloni, T., SCOR curriculum: Volume I. Independent living skills assessment system. Petaluma, California: SCOR/Casa Grande Duplication Center, 1977. (245 pages)

An assessment system designed for use in recording, planning, and reporting client progress. The system provides an objective, needed materials, and performance criteria for assessing over 900 target skills both prior to and during the instructional process. Instructions and sample forms are also included for implementation of the system. Areas covered include: personal management, social development, household management, academics, leisure time, job readiness, and work skills. Companion volume to SCOR Curriculum: Volume II, document No. 31.

Available from: Copy Shop Casa Grande Center, 235 Casa Grande Rd., Petaluma, California 94952. Price: $10.00

31. Westaway, A. (Ed.), SCOR curriculum: Volume II. Independent living skills program system. Petaluma, California: SCOR/Casa Grande Duplication Center, 1977. (600 plus pages)

Companion volume to SCOR Curriculum: Volume I (No. 30 above). Provides an objective, needed materials, and suggestions for instructional activities for each of the over 900 target skills assessed in Volume I.

Available from: Copy Shop, Casa Grande Center, 235 Casa Grande Rd., Petaluma, California 94952. Price: $20.00

32. Wilkie, E., Guide to the community, Volume I. Elwyn, Pennsylvania: Elwyn Institute, 1967. (56 pages)

Volume I of a three volume instructional series in community survival skills. Originally designed for retarded adults who have been institutionalized, the material has also been used with the culturally deprived. The guides are designed to be used by the student with pictures supporting the dialogue. Section 1 - use of a newspaper to find a job, applying for a job by letters, and using the state employment service; Section 2 - the job interview, personal data sheet, and first day on the job; Section 3 - keeping the job, what to do if fired or laid off, finding another job, and getting help from the employment service; Section 4 - setting up a budget, use of budget sheets and envelopes; Section 5 - why and where to bank, opening a savings account, depositing, and withdrawing money. Also see documents 33 and 34.

Available from: Elwyn Educational Materials Center, Elwyn Institute, Elwyn, Pennsylvania 19063. Price: $3.50

33. Wilkie, E., Guide to the community, Volume II. Elwyn, Pennsylvania: Elwyn Institute, 1967. (43 pages)

Volume II of a three volume instructional series in community survival skills. Originally designed for retarded adults who have been institutionalized, the material has also been used with the culturally deprived. The guides are designed to be used by the student with pictures supporting the dialogue. Section 1 - understanding and preparing an income tax return (form shown out of date); Section 2 - understanding, purchasing and collecting on life insurance; Section 3 - understanding differences in health insurance and paying health insurance; Section 4 - understanding and applying for social security and collecting benefits. Also see documents 32 and 34.

Available from: Elwyn Educational Materials Center, Elwyn Institute, Elwyn, Pennsylvania 19063. Price: $3.50

34. Wilkie, E., Guide to the community, Volume III. Elwyn, Pennsylvania: Elwyn Institute, 1967. (72 pages)

Volume III of a three volume instructional series in community survival skills. Originally designed for retarded adults who have been institutionalized, the material has also been used with the culturally deprived. The guides are designed to be used by the student with pictures supporting the dialogue. Section 1 - responsibilities of driving a car, drivers test and drivers license, traffic laws, license plates, car inspection and car insurance; Section 2 - locating housing, selecting a neighborhood using real estate offices, apartments; Section 3 - furnishing a home or apartment; Section 4 - legal matters in case of an accident, being arrested or sued; Section 5 - community services available such as mental health, nursing, employment office, vocational rehabilitation, legal aid society, family services, public housing; Section 6 - medical emergencies such as having a family doctor, what to do in case of accidents, broken bones, and other serious accidents. Also see documents 32 and 33.

Available from: Elwyn Educational Materials Center, Elwyn Institute, Elwyn, Pennsylvania 19063. Price: $3.50

Note: Documents 32, 33, and 34 can also be purchased as a set. Price: $10.00

35. Yeadon, A., Toward independence: The use of instructional objectives in teaching daily living skills to the blind. New York, New York: American Foundation for the Blind, 1974. (96 pages)

This book is designed as an introduction to the use of instructional objectives in the teaching of daily living skills to severely visually impaired persons. Contents include an introduction to instructional objectives, table behavior, domestic tasks, use of kitchen equipment and cooking.

Available from: American Foundation for the Blind, 15 W. 16th Street, New York, New York 10011. Price: $4.00

36. Multi Resource Centers, Inc., Center for Training and Development, First impressions. Minneapolis, Minnesota: Author, 1974.

A multimedia program designed to provide participants with information about common employer standards of dress and personal appearance. Topics covered include: job interview appearance, clothing care, laundering, ironing, dry-cleaning, hair care and shampooing, diet and exercise, skin care, and use of makeup. The program materials include: The First Impressions Manual for use by staff in developing and implementing a personal appearance program, and The First Impressions Guide for Specialist which contains needed instructional materials. Slides (total number 379) and audiotapes (approximately 85 minutes) covering the overview, and nine training modules of the program are also included.

Available from: Multi Resource Centers, Inc., Center for Training and Development, 1900 Chicago Avenue, Minneapolis, Minnesota 55404. Price: $325.00

37. Blakeslee, B., & Gallo, A., Diversified occupations program for the handicapped senior: "Satellite approach" 1973-1974. Sykesville, Pennsylvania: Nupp Publishing Company, 1973. (85 pages)

A curriculum guide designed to help handicapped adolescents of high school age become self-sufficient and independent members of adult society. Includes description of the work study educational work program and the following study units: finding a job, wise budgeting, banking, income taxes, shopping and buying, importance of good grooming, family living and relationships, insurance, natural resources - conservation, fire prevention, driver education, and understanding democracy. Occupational skill development units described are: laundry and pressing, merchandising, materials handling, secretarial, shoe repair, and appliance repair.

Not available for purchase.

38. Flexer, R., & Boyd, K., Teaching money skills to the mentally retarded person: A manual of procedures. Lubbock, Texas: Texas Tech University, Research and Training Center in Mental Retardation, 1976. (107 pages)

This program is a systematic approach to teaching money management to mildly and moderately mentally retarded persons. The package consists of the following three parts: 1) Teaching Money Skills to the Mentally Retarded Persons: A Manual of Procedures - Contains an overview and description of the money skills program, an evaluation procedure to determine student entry skills, a list of sequenced objectives, and a set of teaching procedures for each sequenced objective; 2) A Manual for Training Paraprofessionals to Teach Money Skills to the Mentally Retarded Person - A manual for program coordinators and staff development personnel which contains guidelines for training paraprofessional staff to implement the money skills program; and 3) Training Materials - These materials consist of (a) a number line and (b) forms including 50 session recording sheets, five money skills progress sheets, and five training summary sheets.

Available from: Research and Training Center in Mental Retardation, Texas Tech University, P.O. Box 4510, Lubbock, Texas 79409. Price: $9.00

39. Kreps, A., & Redden, C., Ongoing classes for developmentally disabled adults in the Denver area: Working curricula 1975-1976. Denver, Colorado: Metropolitan State College, The College for Living, 1975. (49 pages)

A curriculum guide in 12 life problem areas which includes keeping healthy, living safely, homemaking and family living, understanding one's self and getting along with others, understanding the physical environment, appreciating and creating beauty, being a responsible citizen, leisure time, earning a living, traveling, money management, and communications. Also see documents 40-53.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

40. Black, J., Program evaluation, Metro College for Living, Metropolitan State College, fall semester, 1977. Denver, Colorado: Metropolitan State College, The College for Living, 1977.

Presents program evaluation information on the Metro College for Living Program (see No. 39 above) for the fall 1977 semester. Also included are various forms used to gather information and evaluate the College for Living programs. Also see document 39.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

41. Kreps, A., & Dreith, R., Community living skills guide - Looking good: Hygiene. Denver, Colorado: Metropolitan State College, The College for Living, n.d. (15 pages)

A teaching outline for the area of hygiene. Includes goals, objectives, and a post-test. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

42. Nickovich, M., & Kreps, A., Community living skills guide - cooking/food preparation. Denver, Colorado: Metropolitan State College, The College for Living, n.d. (10 pages)

A teaching outline for the areas of cooking and food preparation. Includes objectives and a pre/post-test. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

43. Dreith, R., & Kreps, A., Community living skills guide - wardrobe I: Seasons, occasions, colors, patterns. Denver, Colorado: Metropolitan State College, The College for Living, n.d. (22 pages)

A teaching outline for choosing and maintaining clothing. Includes goals and objectives and a test. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

44. Dreith, R., & Kreps, A., Community living skills guide - wardrobe II: Selection and buying of clothing. Denver, Colorado: Metropolitan State College, The College for Living, n.d. (11 pages)

A teaching outline for the selection and buying of clothing. Includes goals and objectives. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

45. McMinimee, S., & Kreps, A., Community living skills guide - getting to know me: A guideline for understanding oneself. Denver, Colorado: Metropolitan State College, The College for Living, n.d. (23 pages)

A teaching outline for the areas of identity and self-concept. Includes objectives and a pre/post-test. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

46. Jones, G., & Kreps, A., Community living skills guide - homemaking and family living. Denver, Colorado: Metropolitan State College, The College for Living, n.d. (17 pages)

A teaching outline for the areas of homemaking and family living. Includes goals, objectives, and a pre/post-test. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

47. Breen, K., Community living skills guide - sexuality. Denver, Colorado: Metropolitan State College, The College for Living, n.d. (33 pages)

A teaching outline for the area of sexuality including both information on and attitudes about sexuality. Includes suggestions for developing a sexuality class, an attitudes survey, a true-false questionnaire, and a list of resources. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

48. Watson, N., & Kreps, A., Community living skills guide - leisure time for adults. Denver, Colorado: Metropolitan State College, The College for Living, n.d. (24 pages)

A teaching outline for the area of leisure time use. Includes goals and objectives. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

49. Kreps, A., Community living skills guide - money management I. Denver, Colorado: Metropolitan State College, The College for Living, n.d. (10 pages)

A teaching outline for coin and bill identification and change making. Includes goals, objectives, and a skills evaluation section. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

50. Kreps, A., & Black, J., Community living skills guide - money management II (checkbooks, budgets, and survival math). Denver, Colorado: Metropolitan State College, The College for Living, n.d. (12 pages)

A teaching outline for the area of money management. Includes goals, objectives, and a pre/post-test. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

51. Kreps, A., & Dreith, R., Community living skills guide - traveling II objectives. Denver, Colorado: Metropolitan State College, The College for Living, n.d. (14 pages)

A teaching outline in the use of public transportation and travel. Includes goals, objectives, and an interview evaluation tool. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

52. Kreps, A., & Dreith, R., Community living skills guide - nutrition I. Denver, Colorado: Metropolitan State College, The College for Living, n.d. (18 pages)

A teaching outline for the areas of meal planning and nutrition. Includes goals, objectives, and a pre/post-test interview. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

53. Nickovich, M., & Kreps, A., Community living skills guide - additional activities for nutrition, cooking, homemaking, and family living. Denver, Colorado: Metropolitan State College, The College for Living, n.d. (8 pages)

A teaching outline of activities for instruction in the areas of table manners, meal and party planning and cleanup, and home safety. Also see documents 39 and 40.

Available from: Metro College for Living, 1006 - 11th Street, Box 92, Denver, Colorado 80204. No charge

54. Wisconsin Department of Public Instruction, Basic life functions instructional program model. Madison, Wisconsin: DPI Publications, 1975. (668 pages)

A curriculum guide for instructing moderately and severely retarded children in the areas of social, affective, motor and cognitive skills. The material is constructed to assess the skills and abilities individual children have and to build on these skills in a step-by-step manner. Topics covered, relevant to independent living skills training, include: self-image, family life, telephone skills, use of public services, community services information, transportation, dressing, personal care, eating, illness prevention, safety, use of money, time-telling, shopping, cooking skills, housecleaning, and washing and ironing clothes. For each skill, a goal, a description of the skill to be taught, a suggested instructional activity, and needed equipment and materials are given.

Available from: DPI Publications Office, Room 114, 126 Langdon Street, Madison, Wisconsin 53702. Price: $7.50

55. Udvari, S., & Laible, J., Health, safety, and sanitation. Austin, Texas: Steck-Vaughn Company, 1973. (96 pages)

A comsumable textbook covering the areas of emergency and home first aid, home safety planning, illness, and home sanitation. The book is illustrated. Sample situations are presented and the student is asked to choose the appropriate response. Sample checklists and forms for checking and recording important health and safety information are given. It may also be of value to instructors developing lesson plans in the areas of health, safety, and home sanitation. Reading level: 4.0 (Fry - Calculated at MDC)

Available from: Steck-Vaughn Company, P.O. Box 2028, Austin, Texas 78768. Price: $1.86

Note: For shipping charges, the company will add a separate charge or the purchaser may include 7% of the total purchase price to cover mailing on prepaid orders.

56. Udvari, S., Becoming a more effective person. Austin, Texas: Steck-Vaughn Company, 1973. (80 pages)

A consumable textbook covering the areas of understanding why and how things change, identifying personal needs and wants, goal planning, problem solving, gaining self-direction, and making changes in oneself and one's environment. The book is illustrated. Exercises are given to assist the student in understanding the material by applying it to his or her own situation. It may also be of value to instructors developing lesson plans in the areas of developing self-understanding, decision making, and problem solving. Reading level: 5.0 (Fry - Calculated at MDC)

Available from: Steck-Vaughn Company, P.O. Box 2028, Austin, Texas 78768. Price: $1.86

Note: For shipping charges, the company will add a separate charge or the purchaser may include 7% of the total purchase price to cover mailing on prepaid orders.

57. Udvari, S., Where to go, who to see, what to do. Austin, Texas: Steck-Vaughn Company, 1973.

A consumable textbook presenting information on how to get help with various problems and which agencies provide what services. Agencies described include social services, health and medical services, employment services, legal services, and recreational services. The book is illustrated. It may also be of value to instructors developing lesson plans in the areas of community services. Reading level: 6.0 (Fry - Calculated at MDC)

Available from: Steck-Vaughn Company, P.O. Box 2028, Austin, Texas 78768. Price: $1.86

Note: For shipping charges the company will add a separate charge or the purchaser may include 7% of the total purchase price to cover mailing on prepaid orders.

58. Ferneti, C., Lent, J., & Stevens, C., Eating. Northbrook, Illinois: Hubbard Scientific Company, 1974. (87 pages)

A program developed by Project MORE for teaching home-style dining to mentally retarded children and adults in group settings. The program's five sections contain step-by-step instructions for teaching each of the skills contained within each section. Teaching instructions are presented in flowchart format. The manual also contains forms and instructions for recording student progress. Also see document 68.

Available from: Hubbard, P.O. Box 104, Northbrook, Illinois 60062. Price: $10.00

59. Stevens, C., Ferneti. C., & Lent, J., Hand washing. Northbrook, Illinois: Hubbard Scientific Company, 1975. (21 pages)

A program outline developed by Project MORE for teaching hand washing to the moderately and severely retarded. The program divides hand washing into 17 steps. Each step is illustrated and a statement of what the learner is expected to do is given. Also included are forms and instructions for recording student progress. Also see document 68.

Available from: Hubbard, P.O. Box 104, Northbrook, Illinois 60062. Price: $5.00

60. Homer, R., Billionis, C., & Lent, J., Toothbrushing. Northbrook, Illinois: Hubbard Scientific Company, 1975. (20 pages)

A program outline developed by Project MORE for teaching the moderately and severely retarded to brush their teeth. The program divides toothbrushing into 15 separate steps. Each step is illustrated and a statement of what the learner is expected to do is given. Also included are forms and instructions for recording student progress. Also see document 68.

Available from: Hubbard, P.O. Box 104, Northbrook, Illinois 60062. Price: $5.00

61-67. These documents are Project MORE materials which were unavailable for review. See documents 58, 59, and 60 for descriptions of documents in this series which were reviewed. Also see document 68.

61. Ingerthron, D., Ferneti, C., & Keilitz, I., Nose blowing. Price: $5.00

62. Keilitz, I., Horner, R., & Brown, K., Complexion care. Price: $6.00

63. Stevens, C., Ferneti, C., & Lent, J., Hair washing. Price: $5.00

64. Project MORE, Use of deodorant. Price: $5.00

65. Foster, S., Billionis, C., & Lent, J., Feminine hygiene. Price $6.00

66. Lent, J., & Williams, J., Hair rolling. Price: $7.50

67. Tucker, D., Caruthers, M., & Foster, S., Care of eyeglasses. Price: $5.00

Available from: Hubbard, P.O. Box 104, Northbrook, Illinois 60062.

68. Project MORE, How to do more: A manual of basic teaching strategy. Northbrook, Illinois: Hubbard Scientific Company, n.d.

This document is the teacher's guide for the Project MORE series. Topics covered include teaching strategies, use of reinforcers, etc. See documents 58, 59, and 60 for descriptions of other documents in this series. Documents numbered 58-67 in this bibliography are all Project MORE materials.

Available from: Hubbard, P.O. Box 104, Northbrook, Illinois 60062. Price: $2.00

Note: Documents numbered 58-68 can also be purchased as a set which also includes a package of 15 "Certificates of Success." Price: $64.50. In addition, three other units are now available: Showering, Shaving Legs and Underarms, and Shaving Your Face. Request prices from the publisher.

69. Belina, V., Planning for your own apartment. Belmont, California: Fearon-Pitman Publishers, Inc., 1975. (91 pages)

An illustrated text-workbook for special needs students. Topics covered include: finding an apartment, leases, rental agreements, furnished and unfurnished apartments, budgeting, furniture and appliances, cash vs. credit buying, and decorating. Numerous exercises are given to facilitate student understanding. It may also be of value to instructors developing lesson plans in the areas of apartment hunting and living. A teacher's guide is included. Reading level: 3.0 (Fry)

Available from: Fearon-Pitman Publishers, Inc., 6 Davis Drive, Belmont, California 94002. Price: $3.00

Note: Orders from individuals must be accompanied by a check or money order. Add 6% (minimum $.60) to cover transportation and handling.

70. Weaver, A., Planning meals and shopping. Belmont, California: Fearon-Pitman Publishers, Inc., 1970. (58 pages)

An illustrated text-workbook for special needs students. Topics covered include: meal planning, budgeting money for food, shopping list preparation, food stores comparison, wise grocery shopping, and food storage. Numerous exercises are given to facilitate student understanding. It may also be of value to instructors developing lesson plans in the areas of meal planning and shopping. A teacher's guide is included. Reading level: 2.5 (Spache).

Available from: Fearon-Pitman Publishers, Inc., 6 Davis Drive, Belmont, California 94002. Price: $2.36

Note: Orders from individuals must be accompanied by a check or money order. Add 6% (minimum $.60) to cover transportation and handling.

71. Weaver, A., Getting ready to cook. Belmont, California: Fearon-Pitman Publishers, Inc., 1974. (58 pages)

An illustrated text-workbook for special needs students. Topics covered include: equipping a kitchen, reading recipes, measuring ingredients, using a stove, safety, table setting, serving, and cleaning the kitchen. Numerous exercises are given to facilitate student understanding. It may also be of value to instructors developing lesson plans in the area of cooking. A teacher's guide is included. Reading level: 2.8 (Spache)

Available from: Fearon-Pitman Publishers, Inc., 6 Davis Drive, Belmont, California 94002. Price: $2.36

Note: Orders from individuals must be accompanied by a check or money order. Add 6% (minimum $.60) to cover transportation and handling.

72. Weaver, A., Young homemaker's cookbook. Belmont, California: Fearon-Pitman Publishers, Inc., 1974. (63 pages)

A cookbook for special needs students. The book includes recipes for breakfasts, lunches, dinners, desserts, information on measuring, and a glossary of cooking terms. A teacher's guide is included. Reading level: 2.9 (Spache)

Available from: Fearon-Pitman Publishers, Inc., 6 Davis Drive, Belmont, California 94002. Price: $2.36

Note: Orders from individuals must be accompanied by a check or money order. Add 6% (minimum $.60) to cover transportation and handling.

73. The Singer Company, Interpersonal life skills program for independent living. Rochester, New York: Author, 1976.

A multimedia program designed to help participarts gain insight into their ability to get along with others. Topics covered include: self-appraisal, message-sending, listening skills, perceiving skills (picking up on others' nonverbal messages), synchronizing skills (coordinating one's communication efforts with those of others), and relationship building skills. Participants have the opportunity to practice ways of improving their interpersonal skills in each area. The program materials include filmstrip and audiotape presentations for each unit, an instructor's manual, participant workbooks, activities accessories, and audiotape scripts.

Available from: Singer Career Systems, 80 Commerce Drive, Rochester, New York 14623. Price: $425.00 plus shipping and handling

74. Steed, F., A special picture cookbook. Lawrence, Kansas: H. & H. Enterprises, Inc., second edition, 1977. (108 pages)

A cookbook which uses standard drawings of ingredients and utensils, symbols for procedures (e.g., bake), and color-coded drawings for measurements instead of words. The book was developed for use in teaching mentally retarded children to cook. However, it may be useful with other groups of nonreading clients. Recipes for beverages, desserts, salads and vegetables, breakfasts, quick breads, and dinners are included.

Available from: H. & H. Enterprises, Inc., P.O. Box 1070, Lawrence, Kansas 66044. Price: $5.95

Note: Orders from individuals must be accompanied by a check or money order. Minimum handling charge: $1.00

75. Ludwig, S., Be informed on personal credit. Syracuse, New York: New Readers Press, 1976. (40 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book includes information on credit vs. cash buying, store credit, credit cards, installment credit (for purchasing high-cost items), and consumer rights. The unit includes text, exercises, and an answer key. Reading level: 5.8 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210
Price: $1.00

76. Stein, W., Be informed on buying a car. Syracuse, New York: New Readers Press, 1976. (48 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book includes information on making the decision to buy a car, determining if the price is right, buying used cars, buying new cars, selling a car, paying for a car, insurance, registration and license, and maintenance costs. The unit includes text, exercises, and an answer key. Reading level: 5.6 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price: $1.00

77. Stein, W., Be informed on owning a car. Syracuse, New York: New Readers Press, 1976. (40 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book includes information on maintenance and repairs, tires, types of service providers and how to shop for service, driving emergencies, emergency repairs, safety precautions, and collision information. The unit includes text, exercises, and an answer key. Reading level: 5.8 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price: $1.00

78. Ludwig, S., Be informed on buying a house. Syracuse, New York: New Readers Press, 1977. (40 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book includes information on renting vs. buying, planning to buy, budgeting, house hunting, making the purchase and financing, insurance and taxes, and types of housing available. The unit includes text, exercises, and an answer key. Reading level: 5.8 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price: $1.00

79. Weeks, D., Be informed on personal insurance. Syracuse, New York: New Readers Press, 1978. (40 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book includes information on social security, health insurance, determining one's needs, shopping for health insurance, disability insurance, life insurance, understanding insurance policies, and finding an agent. The unit includes text, exercises, and an answer key. Reading level: 6.5 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price: $1.00

80. Ludwig, S., Be informed on renting a place to live. Syracuse, New York: New Readers Press, 1977. (40 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book includes information on types of rentals available, apartment hunting, choosing the right place, getting financial assistance, fair-housing laws, making and breaking a lease, security deposits, moving, furnishing an apartment, safety, problems in renting, legal issues, and small claims courts. The unit includes text, exercises, and an answer key. Reading level: 5.3 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price: $1.00

81. Stein, W., Be informed on news media. Syracuse, New York: New Readers Press, 1976. (40 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book includes information on reading or listening to and understanding news stories in newspapers or on radio or TV. The unit includes text, exercises, and an answer key. Reading level: 6.3 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price: $1.00

82. Ludwig, S. (Ed.), Be informed on taxes. Syracuse, New York: New Readers Press, 1976. (32 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book includes information on understanding what taxes are, who collects them, and from whom. what the money is used for, federal income tax, and filing. The unit includes text, exercises, and an answer key. Reading level: 5.7 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price: $1.00

83. Weeks, D., Be informed on banking. Syracuse, New York: New Readers Press, 1977. (40 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book includes information on savings accounts, checking accounts, bank statements, bank loans, and other services. The unit includes text, exercises, and an answer key. Reading level: 4.9 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price: $1.00

84. Phillips, M., Be informed on marriage. Syracuse, New York: New Readers Press, 1970. (40 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book includes information on deciding whom to marry and when, family planning, marital relations

and family living, and marital break ups. The unit includes text, exercises, and an answer key. Reading level: 5.1 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price: $1.00

85. Baer, K., Be informed on wise buying. Syracuse, New York: New Readers Press, 1973. (36 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book contains information on tips for wise buying, and buying food, clothes, furniture, and appliances. The unit includes text, exercises, and an answer key. Reading level: 4.9 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price: $1.00

86. Morris, F., Be informed on money. Syracuse, New York: New Readers Press, 1971. (40 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book includes information on where money comes from and how it is made, national economy, how to save money, and spending money wisely. The unit includes text, exercises, and an answer key. Reading level: 4.9 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price $1.00

87. Conant, R., Be informed on drugs. Syracuse, New York: New Readers Press, 1971. (40 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book contains information on the various types of controlled substances (including marijuana, the hallucinogens, cocaine, barbiturates and narcotics). Information is also given on drug emergencies, drugs and the law, and other general areas for persons using drugs and families of persons using drugs. The unit includes text, exercises, and an answer key. Reading level: 5.6 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price: $1.00

88. Gridley, N., Be informed on nutrition. Syracuse, New York: New Readers Press, 1973. (40 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book includes information on what foods to eat in order to get proper nutrition, how the body uses food for growth, energy, weight control, and meal planning. The unit includes text, exercises, and an answer key. Reading level: 5.6 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210.
Price: $.85

89. Hubbard, E., Be informed on using measurements. Syracuse, New York: New Readers Press, 1970. (40 pages)

A unit from the Be Informed Series, a collection designed to present information of personal concern to low income families. This book contains information on time, distance, weight, liquid and dry measures, and temperature. The unit includes text, exercises, and an answer key. Reading level: 4.9 (Gunning Fog)

Available from: New Readers Press, Box 131, Syracuse, New York 13210. Price: $1.00

90. The Singer Company, Community life skills - program for independent living. Rochester, New York: Author, 1976.

A multimedia program designed to provide participants with information about community resources and services. Topics covered include: resources for housing, transportation, finances, health services, law and order. Participants become involved in real-life simulation games, discussions, and first-hand experiences in their own communities. The program materials include: filmstrips and audiotapes, gaming materials, a group leader's manual, and participant's workbook.

Available from: Singer Career Systems, 80 Commerce Drive, Rochester, New York 14623. Price: $395.00 plus shipping and handling.

91. Wehrum, M., Techniques of daily living - a curriculum guide. Pittsburgh, Pennsylvania: Greater Pittsburgh Guild for the Blind, 1977. (97 pages)

A curriculum guide for use in developing individualized training programs in techniques of daily living for the blind. Topics include: table orientation and eating skills, personal grooming, special needs (using the telephone, money, watches, and clocks, etc.), and shopping skills. Individual objectives and suggested learning experiences and procedures are given within each topic area. Learning experiences emphasize using the total community environment. The guide is illustrated and sample progress charts are included.

Available from: The Greater Pittsburgh Guild for the Blind, 311 Station Street, Bridgeville, Pennsylvania 15017. Price: $5.00

92. Parnicky, J., & Agin, D., Pathways towards independence. Columbus, Ohio: Ohio State University, Nisonger Center, 1975. (130 pages)

A manual which presents a program for establishing and maintaining normative skills and habits in moderately retarded adults. The manual includes an introduction to the training program and information sections on vocational skills training, daily living skills training, and social adjustment skills training. Also included are curriculum outlines for the various skills taught under each section. Each curriculum outline presents a series of target behaviors with the steps to be learned in the performance of each behavior, or objectives with a narrative procedure section. Sample forms are included for recording and analyzing client progress.

Available from: Ohio State University, The Nisonger Center, 1580 Cannon Drive, Columbus, Ohio 43210. Price: $5.25

93. Harvest Educational Laboratories, Using the telephone, part I. Newport, Rhode Island: Author, n.d.

A filmstrip and record or audiotape presentation on using the telephone. Also see document No. 94, Using the Telephone, Part II. See availability note following document No. 96.

94. Harvest Educational Laboratories, Using the telephone, part II. Newport, Rhode Island: Author, n.d.

Companion set to document No. 93, Using the Telephone, Part I. This filmstrip and record or audiotape presentation presents further information on using the telephone. See availability note following document No. 96.

95. Harvest Educational Laboratories, Using the U.S. mails. Newport, Rhode Island: Author, n.d.

A filmstrip and record or audiotape presentation on how to use the mail services. See availability note following document No. 96.

96. Harvest Educational Laboratories, Using public transportation. Newport, Rhode Island: Author, n.d.

A filmstrip and record or audiotape presentation on using public transportation. Information is presented on using the bus, train, subway, and taxi. The filmstrip is oriented toward city transportation as opposed to rural or small town transportation.

Available from: Harvest Educational Laboratories, Pelham Street, Newport, Rhode Island 02840. Documents numbered 93-96 are sold as a set. Price: (4 filmstrips with 2 records) $56.00, (4 filmstrips with 4 cassette audiotapes) $64.00. Include 5% of total purchase price to cover shipping costs.

97. Harvest Educational Laboratories, Making a budget. Newport, Rhode Island: Author, n.d.

A filmstrip and audiotape or record presentation which shows, step-by-step, how to make a simple budget for a person living with his parents. See availability note following document No. 101.

98. Harvest Educational Laboratories, Banks. Newport, Rhode Island: Author, n.d.

A filmstrip and record or audiotape presentation on using the bank. See availability note following document No. 101.

99. Harvest Educational Laboratories, Buying wisely. Newport, Rhode Island: Author, n.d.

A filmstrip and record or audiotape presentation on general shopping skills, comparison shopping, and consumer affairs. See availability note following document No. 101.

100. Harvest Educational Laboratories, What makes a home? Newport, Rhode Island: Author, n.d.

A filmstrip and record or audiotape presentation covering the benefits and responsibilities of family living. See availability note following document No. 101.

101. Harvest Educational Laboratories, Wise use of leisure time. Newport, Rhode Island: Author, n.d.

A filmstrip and record or audiotape presentation which reviews various leisure time activities. See availability note below.

Available from: Harvest Educational Laboratories, Pelham Street, Newport, Rhode Island 02840. Documents numbered 97-101 are sold as a set. (Also included is one other filmstrip and record or audiotape, Money and You, which describes what money is used for and how it is used.) Price: (6 filmstrips and 3 records) $84.00, (6 filmstrips and 6 cassette audiotapes) $96.00. Include 5% of total purchase price to cover shipping costs.

102. Alabama Rehabilitation Media Service, Grooming for men. Auburn, Alabama: Auburn University, n.d.

Originally developed by Alabama Rehabilitation Media Service, Auburn University. This presentation stresses the importance of good grooming in relation to obtaining employment and making and keeping friends. Still cartoons of a young man named Albert are used to emphasize the need for proper body hygiene such as showering, shaving, use of deodorant and dental care. Albert also learns about caring for his clothes and selecting appropriate clothing for different occasions. The presentation is designed to stimulate thinking and discussion about good grooming and is best utilized in conjunction with group instruction, discussion, and role playing. Grooming for Men is available in three formats: (1) 16mm sound film, (2) filmstrip, and (3) slides. The content of each format is identical. The filmstrip and slides may be presented by playing a cassette tape or by reading an accompanying word-for-word transcript. Both the script and cassette are included with the filmstrip and slides. The Grooming for Men program contains 125 color frames and runs 17 minutes in length.

Available from: Information Service, Materials Development Center, Stout Vocational Rehabilitation Institute, University of Wisconsin-Stout, Menomonie, Wisconsin 54751.

Note: This program is available on a free loan basis to eligible facilities (see eligibility criteria p. ii) and for rent as well as for purchase. For more information, request the grooming series brochure from the address above.

103. Materials Development Center, Grooming for women. Menomonie, Wisconsin: Stout Vocational Rehabilitation Institute, University of Wisconsin-Stout, n.d.

Designed to provide instruction in accordance with the specific grooming needs of the individual client. A Group Leader's Guide provides direction in utilizing the program effectively. Following the guide, the leader and client identify the client's grooming problem area(s). This program is designed to have the client view the slides and practice only those sections dealing with her individual grooming problem(s). An accompanying script will indicate which slide to start with. For instance, if a client's adjustment plan indicates a problem in hair care, viewing would begin on slide number 41. After the presentation has been viewed, a grooming plan is developed which will help the woman to develop good hair care habits. This presentation has been developed to be as free from value judgments as possible. The presentation includes four parts: Part I - Cleanliness; Part II - Hair Care; Part III - Diet, Exercise, and Sleep; Part IV - Appropriate Clothing for Work.

Available from: Information Service, Materials Development Center, Stout Vocational Rehabilitation Institute, University of Wisconsin-Stout, Menomonie, Wisconsin 54751.

Note: This program is available on a free loan basis to eligible facilities (see eligibility criteria p. ii) and for rent as well as for purchase. For more information, request the grooming series brochure from the address above.

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